



CITY OF HOUSTON

Job Posting

	BJW	Correction	Correction	Correction
1	Applications accepted from:		ALL PERSONS INTERESTED	
2	Job Classification		RECREATION SPECIALIST	
3	Posting Number		PN# 111064	
4	Department		PARKS AND RECREATION	
5	Division		RECREATION OPERATIONS	
6	Section		FACILITIES & PROGRAMS	
7	Reporting Location		VARIOUS*	
8	Workdays & Hours		M-F, HOURS VARIOUS*	
	*Subject to change			
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS The individual will plan, develop and implement programs at recreation centers for youth and teens in After School and Summer Programs for participants ages 6-18 at various locations. Promote exhibitions and demonstrations in conjunction with programs and special events. Assist in maintaining reports and other paperwork as assigned. Must work with supervisor to maintain inventory control systems and market programs. Must be able to work flexible hours including weekends and holidays as needed.			
10	WORKING CONDITIONS This position will routinely require lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.			
11	MINIMUM EDUCATIONAL REQUIREMENTS An Associate's degree in Physical Education, Art or a related field is required.			
12	MINIMUM EXPERIENCE REQUIREMENTS Three (3) months of experience in recreation or education are required.			
13	MINIMUM LICENSE REQUIREMENTS Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).			
14	PREFERENCES			
15	SELECTION/SKILLS TESTS REQUIRED		NONE	
16	SAFETY IMPACT POSITION		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 12 \$789 - \$1,055 biweekly \$20,514 - \$27,430 Annually</div>			
18	OPENING DATE		June 21, 2006	
	CLOSING DATE		June 27, 2006	
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.			
An equal opportunity employer				